



OFFICE OF THE  
VIVEKANANDA-I GRAM PANCHAYAT  
BADAL NAGAR, P.O: BHOLARDABRI, DIST: JALPAIGURI  
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ANNEXURE-A

**PART-I**

Utilization Certificate for Cash Component for the year 2012-2013 Under MGNREGA for Alipurduar-I  
Dev. Block for Vivekananda-I GP

District Jalpaiguri, West Bengal state year 2012-13

- 1) Opening Balance as on 01.04.2012 Rs. 4493.00
- 2) Allotment Received during the year 2012-13 under MGNREGA Rs. 6575000.00

Allotment Order Memo No. & Date	Amount of Allotment received from District MGNREGA Cell
Memo No. 699/1(III)/MGNREGS, Dated : 30.04.12	Rs. 2030000.00
Memo No. 1379/MGNREGS, Dated : 21.08.12	Rs. 1010000.00
Memo No. 1869/MGNREGS, Dated : 08.11.12	Rs. 1010000.00
Memo No. 213/1(51)/MGNREGS, Dated : 11.02.13	Rs. 1010000.00
Memo No. 317/1(69)/MGNREGS, Dated : 06.03.13	Rs. 1515000.00

- 3) Miscellaneous Receipts of the Agency, if any Under MGNREGA Rs. 18892.00
- 4) Fund received from Block, if any, Rs. 0.00
- 5) Total Fund available ( 1+2+3+4) = Rs. 6598385.00

Certificate that a sum of Rs. 6575000.00 Only was received as sub-allotment during 2012-13 from District NREGA Cell Letter no. & date given on the margin under NREGA.

Further a sum of Rs.4493.00 only being unspent balance of the previous year 2011-12 i.e. Opening Balance during the year was allotted to be brought forward for utilization during the current year 2012-13. The miscellaneous receipts of the agency during the 2012-13 were Rs. 18892.00

It is also certified that out of the above mentioned total funds of Rs. 6598385.00 only a sum of Rs. 6597495.00 only has been utilized during 2012-13 for the purpose for which it was sanctioned, out of which, an amount of Rs. 61118.00 has been utilized on administrative expenses permissible under the NREGA. It is further certified that the unspent balance of Rs. 890.00 only remaining as on reporting Date 31.03.2013 which will be utilized for the Programme in 2013-14

Certified that I have satisfied myself that the conditions on which funds was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised checks as declared in prescribed requisition format part-II to see that the money has been actually utilized in the Block/GP for the purpose for which it was sanctioned. The scheme for which UC is being given social audit/Inspection for as such schemes is completed. Form 3-register are updated and MIS data entry done for 100% MIS against scheme.

Date . 10 / 04 /2013

GP...Vivekananda-I..... Memo No. 148 /2013-14

- 1) P.O. & BDO, Alipurduar-I Dev. Block for sanctioned the requisite fund as per technical vetted plan & estimate under AAP-2012-13.

Signature of Executive Assistant/Secretary/Nirman Sahayak Recommendation for fund (With official seal)

Signature of GP Pradhan with official seal and date

Block... Alipurduar-I ..... Memo No. 1030 /MGNREGS ..... Date 16.04.2013

Copy forwarded for information and necessary action to :-

- 1) The ADPC, MGNREGS & ADM (Dev.), Jalpaiguri.

Checked & Signed by APO/JPO/Block officials for Block/GP Recommendation for fund

Programme Officer (MGNREGS)  
Counter Signature & Seal of the PO & BDO for Block & GP's Recommendation for fund  
Block Development Officer  
Alipurduar-I

Foot Note:  
Alipurduar - I

- 1) For recommendation and sanction of fund as per prescribed requisition, format to be checked and signed. in respect of Block, by PO & BDO and APO/JPO/Block Officials.
- 2) For recommendation and sanction of fund, as per prescribed requisition, format to be checked and signed, in respect of Gram Panchayat, by PO & BDO and only placed the requisition duly signed and sealed by the Gram Panchayat Pradhan along with Executive Assistant/Secretary/Nirman Sahayak.
- 3) The Utilization certificate (Part-I & Part-II) should send along with prescribed requisition format when fund needed.

## PART-II

### Utilization Certificate for Administrative fund for the year 2012-2013 under MGNREGA

District Jalpaiguri, West Bengal State Year 2012-2013.

- 1) A.E. Opening Balance as on 01.04.2012, if any, Rs. 4493.00
- 2) Allotment Received during the year 2012-13 under MGNREGA AE fund Rs. 75000.00
- 3) Total fund available (1+2) = Rs. 79493.00
- 4) Total utilization of A.E. fund Rs. 61118.00
- 5) Closing balance of A.E. (3-4) = Rs. 18375.00


Allotment Order No, Memo No & Date	Amount of Allotment received from District MGNREGA Cell for AE fund
Memo No. 699/1(III)/MGNREGS, Dated 30.04.2012	Rs. 30000.00
Memo No. 1379/MGNREGS, Dated : 21.08.12	Rs. 10000.00
Memo No. 1869/MGNREGS, Dated : 08.11.12	Rs. 10000.00
Memo No. 213/1(51)/MGNREGS, Dated : 11.02.13	Rs. 10000.00
Memo No. 317/1(69)/MGNREGS, Dated : 06.03.13	Rs. 15000.00


This is to certify that the above sanctioned administrative fund has been fully/partly utilized against approved order of the P & RD, Govt. of West Bengal vide order no. 3337(10)/P&RD/P/18S-01/06(Pt), dated-15/06/2006. The administrative fund utilized for the following purpose as guided by the P & RD, Govt. of West Bengal.

- 1) Staff salary-Cost of additional staff engaged at various levels for the scheme with the approval of the State Government.
- 2) Other Contingent expense-
  - a) Mobility support to the Block/Gram Panchayat (Inspection of schemes)
  - b) Training of PRI members and other functionaries for this scheme.
  - c) IEC Campaign for awareness guarantee for this Act & Scheme
  - d) Outsourcing of Data Entry work (VLE).
  - e) Printing of forms etc.
  - f) Stationery and Peripherals
  - g) Office furniture and equipments
  - h) Capacity building of SHG's for the purpose of this scheme.
  - i) Social audit of works implemented under this scheme.

Beside that earlier issued vide Memo no. 597/MGNREGS date-14/07/2011 of this office may kindly be compliance in due course as follows :-

- 1) Expenses for conducting meeting specially for MGNREGS issues at Block level.
- 2) Arrear payment of GRS/2<sup>nd</sup> GRS/TA/CA/BSAC/PA/JPO if any as per P & RD order
- 3) Muster Roll verification Bill.
- 4) Miscellaneous expenses for smooth running of Block MGNREGA Cell on subject to prior approval of DPC & DM.

  
Signature of Executive Assistant/Secretary/  
Nirman Sahayak (With official seal)

  
Signature of GP Pradhan  
with official seal and date  
Vivekananda Gram Panchayat

**FORMAT FOR FINANCIAL AND PHISICAL POSITION FOR GRAM PANCHAYET  
UNDER MGNREGA FOR 2012-2013**

Name of the Block : ALIPUR DUAR -I DEVELOPMENT BLOCK

Name of the GP : VIVEKANANDA -I

**SECTION - A (FINANCIAL)**

Sl. No.	Particulars	Amount ( Rs. in Lakhs)	
1	Opening Balance	0.04493	
2	Fund received during the financial year from the District	6575000.00	
3	Fund received from Block during the financial year, if any	0.00000	
4	Misc. receipts credited during the year	0.18892	
5	Total funds available (1+2+3+4) during the financial year under MGNREGA	65.98385	
6	Total funds utilized during the financial year	65.97495	
	(a) Expenditure on administrative expenses		0.61118
	(b) Expenditure on unskilled labour component		30.67710
	(c) Material cost including semi-skilled and skilled labour	34.68667	
7	Closing Balance	0.00890	
8	Percentage of utilization to total funds available (6/5x100)	99.98	

**SECTION- B (PHYSICAL PROGRESS)**

1. No. of households issued Job Cards :-

SCs	STs	Others	Total
596	17	1978	2591

2. No. of households who have demanded employment 1147.
3. No. of households that have been provided employment 1147
4. No. of households that have completed 100 days employment 00
5. No. of Mandays generated 0.20261 (in lakh).

Date. 10 / 04 /2013

Memo No. 148 /2013-14

Signature of Executive Assistant/Secretary/  
Nirman Sahayak (With Official Seal)

Signature of GP-Pradhan  
with official Seal and date